

LEGAL SECRETARY I

NATURE OF WORK

This is specialized clerical and secretarial work requiring a high level of attention to detail, knowledge of legal terminology, and some familiarity with the legal process.

Work involves responsibility for performing relatively complex clerical and secretarial assignments in the Law Department requiring working knowledge of general legal terminology and systems of legal citation, the ability to prepare legal documents following accepted formats and construction, and the ability to maintain confidential legal case files and records. Supervision is provided by attorneys and other administrative superiors, but limited latitude for exercising independent judgment exists in this class because of the advanced knowledge of established rules, regulations, methods, and procedures which is required.

EXAMPLES OF WORK PERFORMED

Prepares rough drafts and final copies of contracts, deeds, easements, executive orders, legal briefs, memorandums, pleadings, opinions, legislative documents, general correspondence, and other simple and complex documents from machine transcription, hard copy, or other sources as requested.

Files pleadings with various courts.

Receives and screens telephone calls from litigants, attorneys, judges, and other persons seeking information.

Maintains files and records concerning matters related to the Law Department; proofreads ordinances and other documents; performs related clerical duties.

Takes, transcribes, and distributes minutes of meetings of various boards and commissions.

Operates a personal computer with sophisticated word processing software, database applications, and mainframe access; transcription equipment; and other common office equipment.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of word processing software and the ability to utilize sophisticated and advanced features for the efficient generation of legal documents, general correspondence, and other legal documents as required.

Knowledge of modern law office practices, methods, and procedures.

Knowledge of legal terminology, spelling, punctuation and grammar, as well as of formatting various legal forms, instruments, documents, and pleadings.

Knowledge of the various computer applications on mainframe, AS400, or network platforms including: the preparation of documents for posting to the Internet, converting to Portable Document Format (PDF), scanning documents and/or photos to a variety of formats, and researching and obtaining information necessary to complete documents.

Some knowledge of the jurisdiction of the various courts and their respective rules.

Ability to understand the more important duties and responsibilities of the department and to be able to assist with some of the routine details.

Ability to communicate and articulate orally, and to prepare routine legal forms, documents and minutes accurately, logically, neatly and concisely.

Ability to establish and maintain effective working relationships with co-workers, attorneys, and the general public.

Ability to establish and maintain a complete filing and records system which includes varied data of a legal and non-legal nature.

Ability to understand and follow complex oral and written instructions.

Skill in the operation of a personal computer, facsimile machine, photocopier, office automation system, and machine transcription unit.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by business college courses in office technology with a legal focus; and experience in performing clerical and secretarial duties as a secretary to a practicing attorney or similar experience.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by business college courses in office technology with a legal focus; and the ability to proficiently type at least forty (40) words per minute; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: _____
Department Head

Personnel Director

9/87
Revised: 7/2002

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